

**PUBLIC HEARING  
BOARD OF HOUSING QUALITY APPEALS  
CITY HALL McCLOSKEY CONFERENCE ROOM  
March 20, 2013, 4:00 P.M.**

**Please Note: All items, with the exception of Item #6,  
are on the Consent Agenda**

**I. ROLL CALL**

**II. REVIEW OF SUMMARY – February 20, 2013** pp. 3-4

**III. NEW BUSINESS**

- (1) 13-TV-18 **210 S. Grant Street**, Bruce Storm Real Estate & Mgmt., LLC. Request for an extension of time to complete repairs. pp. 5-11
- (2) 13-AA-19 **1130 E. Carnaby Street**, Mark D. & Vivian Ritter. Request for relief from an administrative decision. pp. 12-14
- (3) 13-TV-20 **420 E. 9<sup>th</sup> Street**, Schenk Rentals, LLC. Request for an extension of time to complete repairs. pp. 15-21
- (4) 13-TV-21 **2600 S. Olcott Boulevard**, Silvana Falconi. Request for an extension of time to complete repairs. pp. 22-26
- (5) 13-TV-22 **422 S. College Avenue Apts. 3 & 4**, Monroe County Convention Center Building Corp. Request for an extension of time to complete repairs. pp. 27-32
- (6) 13-V-23 **422 S. College Avenue Apts. 1 & 2**, Monroe County Convention Center Building Corp. Request for a modification or exception to the Property Maintenance Code. pp. 33-38
- (7) 13-TV-24 **4535 W. Middle Court**, Sally Walker. Request for an extension of time to complete repairs. pp. 39-44
- (8) 13-TV-25 **1722 N. Walnut Street**, Kenny Patel. Request for an extension of time to complete repairs. pp. 45-48
- (9) 13-TV-26 **1009 W. 6<sup>th</sup> Street**, Edna Morrison. Request for an extension of time to complete repairs. pp. 49-52
- (10) 13-TV-27 **223 E. 1<sup>st</sup> Street**, Tom Ruemler. Request for an extension of time to complete repairs. pp. 53-58
- (11) 13-TV-28 **315 E. Southern Drive**, Robert Duke. Request for an extension of time to complete repairs. pp. 59-63
- (12) 13-TV-29 **321 E. 14<sup>th</sup> Street**, CRE Rentals. Request for an extension of time to complete repairs. pp. 64-80

**IV. GENERAL DISCUSSION**

**V. PUBLIC COMMENT**

VI. ADJOURNMENT

# **B.H.Q.A. MEETING OF FEBRUARY 20, 2013**

## **SUMMARY**

**MEMBERS PRESENT:** Kris Floyd, Elizabeth Gallman, Susie Hamilton, Ryan Strauser

**STAFF PRESENT:** Lisa Abbott, Daniel Bixler, John Hewett, Robert Hoole, Maria McCormick, Jo Stong (HAND), Patty Mulvihill (Legal)

**OTHERS PRESENT:** Michael McBride (Olympus Properties), Richard Martin (117 S. Bryan Avenue), Billie Woods (591 E. Waterloo Drive)

### **I. REVIEW OF SUMMARY**

Hamilton made a motion to approve the minutes for January 16, 2013. Gallman seconded. Motion passed, 4-0.

### **II. CONSENT AGENDA**

**2600 S. Olcott Boulevard, Silvana Falconi, 13-TV-06.** Request for an extension of time to complete repairs. Staff recommendation to grant the request with an April 30, 2013 deadline.

**729 E. Hunter Avenue, H.A.N.D., 13-RV-07.** Request to rescind a variance for minimum room size requirements for Unit 4 southeast bedroom. Staff recommendation to grant the request for rescission.

**1017 W. 7<sup>th</sup> Street, Philip N. Jones, 13-TV-08.** Request for an extension of time to complete repairs. Staff recommendation to grant the request with an April 20, 2013 deadline.

**1121 S. Henderson Street, Joseph Christine, LLC, 13-TV-09.** Request for an extension of time to complete repairs. Staff recommendation to grant the request with an April 15, 2013 deadline.

**117 S. Bryan Avenue, Richard A. Martin & Jane M. Lewis, 13-TV-10.** Request for an extension of time to complete repairs. Staff recommendation to grant the request with a May 31, 2013 deadline.

**3442 E. Longview Avenue, Richard A. Martin & Jane M. Lewis, 13-TV-11.** Request for an extension of time to complete repairs. Staff recommendation to grant the request with an August 15, 2013 deadline.

**1106 S. Madison Street, Sharon Dalton, 13-TV-12.** Request for an extension of time to complete repairs. Staff recommendation to grant the request with an April 01, 2013 deadline.

**425 N. Dunn Street, Lorna Schenk, 13-TV-14.** Request for an extension of time to complete repairs. Staff recommendation to grant the request with an April 20, 2013 deadline.

**908 S. Madison Street, Bill Bergren, 13-TV-16.** Request for an extension of time to complete repairs. Staff recommendation to grant the request with an August 15, 2013 deadline.

**1215 N. Dunn Street, Jerry Fox, 13-V-17.** Request for a modification or exception to the Housing Property Maintenance Code. This request was withdrawn by petitioner.

**Approved.**

### **III. PETITIONS**

**591 E. Waterloo Court, Billie J. Woods, 13-AA-15.** The petitioner, Billie J. Woods, was present to request relief from an administrative decision. Staff recommendation was to grant the request for relief from the rental registration process as long as the property is owned by its current owner and occupied by Sylvia "Kay" Bassell and any other persons who meet the definition of Family per Title 20. The property will be pull dated in one year to check its status. Gallman made a motion to grant the request per staff recommendation. Strauser seconded. Motion passed, 4-0. Request granted.

**2622 N. Walnut Street, Olympus Properties, 12-TV-135.** The petitioner, Michael McBride representing Olympus Properties, was present to request an extension of time to complete repairs. Previously heard December 19, 2012. Staff recommendation was to grant the request with a May 15, 2013 deadline. Strauser made a motion to grant the request per staff recommendation. Gallman seconded. Motion passed, 4-0. Request granted.

**402 W. Wilson Street, Spicer Rentals, 12-TV-129.** The petitioner was not present to request an extension of time to complete repairs. Previously heard November 28, 2012. Staff recommendation was to grant the request with a March 22, 2013 deadline. Floyd made a motion to grant the request per staff recommendation. Strauser seconded. Motion passed, 4-0. Request granted.

IV. GENERAL DISCUSSION  
None.

V. PUBLIC COMMENT  
None.

VI. ADJOURNMENT  
Floyd made a motion to adjourn. Strauser seconded. Motion unanimously passed. Meeting adjourned at 4:29 PM.



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: March 20, 2013  
Petition Type: An extension of time to complete repairs.  
Petition Number: 13-TV-18  
Address: 210 S. Grant Street  
Petitioner: Bruce Storm Real Estate & Management LLC  
Inspector: Jo Stong  
Staff Report: December 3, 2012: Conducted cycle inspection  
December 10, 2012: Sent inspection report  
January 25, 2013: Received appeal

During a cycle inspection it was noted that the above property was possibly in violation of Title XX with regard to sleeping rooms and density. The petitioner is requesting an extension of time until August 15, 2013 to either make all repairs and correct the violations to Title XX; or to change the use of the property.

Staff recommendation: Grant the extension of time  
Conditions: All repairs must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.  
Compliance Deadline: August 15, 2013  
Attachments: Cycle report, appeal

*ll*



RECEIVED  
JAN 25 2010

Application for Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
hand@bloomington.in.gov

Property Address: 210 S. Grant St. Bloomington IN 47408  
Petitioner's Name: Bruce Storm Real Estate & Management, LLC  
Address: 382 E 4th St.  
City: Bloomington State: IN Zip Code: 47408  
Phone Number: 812-336-9099 Email Address: manager@sellingbloomingtonby  
Bruce Storm, Shannon K Storm Storm & Son  
Property Owner's Name: Revocable Living Trust  
Address: 406 E. Audubon Dr.  
City: Bloomington State: IN Zip Code: 47408  
Phone Number: 812-336-9099 Email Address: bstorm@hotmail.com  
Occupants: Carey Young, Jeff Kost, Evan Tank, Brock Kersell

The following conditions must be found in each case in order for the Board to consider the request:

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

Please circle the petition type that you are requesting:

- ☒ A) An extension of time to complete repairs (Petition type TV)
- ☐ B) A modification or exception to the Housing Property Maintenance Code (Petition type V)
- ☐ C) Relief from an administrative decision (Petition type AA)
- ☐ D) Rescind a variance (Petition type RV)

REMINDER: A \$20 filing fee must be submitted with this application before the property can be placed on the meeting agenda.

OFFICE USE ONLY  
Petition Number 13-TV-18

SEE REVERSE

Please provide details regarding your request below; you may attach any exhibits or additional comments as you deem necessary and pertinent to your request. Be specific as to what you are requesting, the reason or justification for your request, the amount of time needed to bring the property into compliance, and any modifications and/or alterations you are suggesting.

We would like an extension of time for the repairs needed because there are tenants in the dwelling. We will also be changing this house to a commercial unit when these tenants move out. We request to have an extension until Aug. 15<sup>th</sup> 2013 to either remedy the violations or change the use of the structure.

Signature (required):

*Marcella Bowler*

Name (please print):

Marcella Bowler

Date:

1-24-13

You may attend the meeting. If you attend, please note that all petitioners presenting a matter to the Board shall be limited to no more than five minutes to present their case and arguments. Additional time can be granted if deemed appropriate by the Board. Please note that if your property is listed on the consent agenda it is more likely than not that your property will not be individually discussed during the Board's meeting.



**City of Bloomington**  
**Housing and Neighborhood Development**

Cycle Report

544

OWNERS

Bruce Storm Real Estate & Mgmt. Comp. Llc  
322 E. 4th St. Suite 1  
Bloomington, IN 47408

AGENT

Woods, Dawn  
322 E. 4th Street  
Bloomington, IN 47408

Prop. Location: 210 S Grant ST  
Number of Units/Structures: 1/1  
Units/Bedrooms/Max # of Occupants: 1/3/3

Date Inspected: 12/03/2012  
Primary Heat Source: Gas  
Property Zoning: CD  
Number of Stories: 2

Inspector: Jo Stong  
Foundation Type: Basement  
Attic Access: No  
Accessory Structure: None

Monroe County Assessor's records indicate this structure was built in 1899 (default year for Assessor's records). There were no requirements for emergency egress at the time of construction.

This unit has 3 approved sleeping rooms. During the cycle inspection, conditions were noted that indicate that this property may be in violation of Bloomington Municipal Code Title 20 with regard to sleeping rooms and density. This unit needs to be brought into compliance with Title 20 within sixty (60) days from the date of this inspection to avoid possible legal action by the City of Bloomington Legal Department. *The City's Planning Department will be the Department which decides whether or not a violation of Title 20 has occurred and whether or not any violation of Title 20 has been remedied.* For more information, please contact the Planning Department at 349-3423. Please note that the City of Bloomington Housing and Neighborhood Development



*Department will not issue a residential rental occupancy permit for any property that is not compliance with Title 20 of the Bloomington Municipal Code.*

Conditions were noted during the cycle inspection that may indicate this property is over occupied and in violation of the Bloomington Municipal Code (BMC) Title 20. This property shall be brought into compliance with Title 20 requirements within 60 days of the date of this inspection to avoid possible legal action by the City of Bloomington Legal Department.

### INTERIOR:

#### Entry:

No violations noted.

#### Bathroom:

Clean and service the exhaust fan so that it functions as intended. PM-603.1

#### Kitchen (12-3 x 8-8):

Provide operating power to smoke detector (or remove it: It is strongly recommended that the smoke detector be relocated away from the kitchen to prevent nuisance tripping). PM-704.1

#### Hallway:

Replace the missing smoke detector. If the missing smoke detector was hard wired it must be replaced with a hard wired model. PM-704.1

#### Living Room ( 13-2 x 10-9):

No violations noted.

#### Northeast Bedroom (former dining room) (18-0 x 12-0):

No violations noted.

Existing Egress Window Measurements (double-hung; both sashes removable):

Height: 55 inches

Width: 38 inches

Sill Height: 31 inches

Openable Area: 13.75 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

### **SECOND FLOOR**

#### Hallway:

Provide operating power to smoke detector. PM-704.1

Remove old nonfunctioning smoke detector, or repair it to function as intended. PM-704.1

Southwest Bedroom (11-6 x 8-6):

No violations noted.

Existing Egress Window Measurements (double-hung; both sashes removable):

Height: 45 inches

Width: 24 ¼ inches

Sill Height: 22 ½ inches

Openable Area: 7.58 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

Bathroom:

Clean and service the exhaust fan so that it functions as intended. PM-603.1

Northwest Bedroom (11-6 x 8-6):

Replace the missing smoke detector. If the missing smoke detector was hard wired it must be replaced with a hard wired model. PM-704.1

Existing Egress Window Measurements (double-hung; both sashes removable):

Height: 44 ½ inches

Width: 24 ½ inches

Sill Height: 22 ½ inches

Openable Area: 7.57 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

Northeast Bedroom (23-0 x 11-3):

Replace existing smoke detector with a new smoke detector. PM-102.8 & PM-704.1

Existing Egress Window Measurements (double-hung; both sashes removable):

Height: 49 inches

Width: 24 inches

Sill Height: 30 inches

Openable Area: 8.17 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

**BASEMENT**

Provide operating power to the smoke detector in the stairway. PM-704.1

Properly secure the junction box on the ceiling (screw missing). PM-605.1

Provide operating power to the smoke detector by the washing machine. PM-704.1

**BASEMENT (continued)**

Seal the hole in the wall (north wall, northwest corner). PM-303.6

Repair the leaking washing machine. PM-504.1, PM-603.1

**EXTERIOR:**

Secure the handrail on the east entry so it is capable of withstanding normally imposed loads. PM-303.12

Replace the missing siding on the fascia (south side). PM-303.2

Properly secure the loose siding on the south side. PM-303.2

Replace the broken trim siding on the north side, northeast corner. PM-303.2

Trim all tree branches away from the siding and roofline to maintain a 3' clearance. PM-302.4.1

Properly tuck point the chimney where mortar is loose, deteriorated or missing. Properly secure and/or replace any missing or loose bricks. PM-303.11

Replace the broken capstone on the retaining wall; secure any loose blocks or capstones, and properly tuck point where mortar is loose, deteriorated or missing. PM-302.7

**OTHER REQUIREMENTS:**

Complete the enclosed registration form. A street address is required for both owner and agent. <b>This form must be signed by the owner.</b> BMC16.12.060
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When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b); All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.12.080 (b)

Thank you for your cooperation in the Residential Rental Occupancy Permit Program.

This is the end of this report.



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Relief from an Administrative Decision**

Meeting Date: March 20, 2013  
Petition Type: Relief from an administrative decision  
Variance Request: Relief from the requirement to register as a rental  
Petition Number: 13-AA-19  
Address: 1130 E. Carnaby Street  
Petitioner: Mark & Vivian Ritter

This property is owned by Mr. & Mrs. Ritter and is occupied by Mr. Ritter's parents, Ermil & Peggy Ritter. Utilities are in the name of Ermil Ritter and it appears from water usage that two people are residing in the property.

Staff recommendation: Grant the relief from the rental registration process

Conditions: This unit will not be considered a rental as long as it is owned by the current owner and occupied by Mr. & Mrs. Ermil Ritter. This property will be pull dated for one year to check status.

Compliance Deadline: None

Attachments: Appeal form



RECEIVED  
JUN 28 2019

Application for Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
[hand@bloomington.in.gov](mailto:hand@bloomington.in.gov)

Property Address: 1130 East Cannaby St. Bloomington IN 47401

Petitioner's Name: MARK D. Ritter

Address: 612 EAST Heather Dr.

City: Bloomington State: IN Zip Code: 47401

Phone Number: 812-797-3448 Email Address: \_\_\_\_\_

Property Owner's Name: MARK D. AND Vivian Ritter

Address: 612 EAST Heather Dr. Bloomington IN. 47401

City: Bloomington State: IN Zip Code: 47401

Phone Number: 812-797-3448 Email Address: idocheelper@gmail.com

Occupants: Ernil And Peggy Ritter

The following conditions must be found in each case in order for the Board to consider the request:

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

Please circle the petition type that you are requesting:

- A) An extension of time to complete repairs (Petition type TV)
- B) A modification or exception to the Housing Property Maintenance Code (Petition type V)
- ☒ C) Relief from an administrative decision (Petition type AA)
- D) Rescind a variance (Petition type RV)

REMINDER: A \$20 filing fee must be submitted with this application before the property can be placed on the meeting agenda.

OFFICE USE ONLY

Petition Number 13-AA-19

SEE REVERSE

Please provide details regarding your request below; you may attach any exhibits or additional comments as you deem necessary and pertinent to your request. Be specific as to what you are requesting, the reason or justification for your request, the amount of time needed to bring the property into compliance, and any modifications and/or alterations you are suggesting.

We helped Emil And Peggy Ritter, my parents Ages 89 And 87 move to A Sherwood Green Condo - 1130 EAST CANNABY STREET - in June 2010. We Took ownership The fall of That Same year. And we Take care of them. The House was Inspected by SherLock Holmes INC. At The Time of purchase A new furnace AND AC WAS installed by One Hour Heating. We HAVE ALSO installed A new Refrigerator and dishwasher. We HAVE updated The plumbing AND wiring.

The Home is strictly For This family use, And we Have No intention of Renting it To anyone.

Signature (required): Mark D. Ritter

Name (please print): Mark D. Ritter Date: 1-24-2013

You may attend the meeting. If you attend, please note that all petitioners presenting a matter to the Board shall be limited to no more than five minutes to present their case and arguments. Additional time can be granted if deemed appropriate by the Board. Please note that if your property is listed on the consent agenda it is more likely than not that your property will not be individually discussed during the Board's meeting.



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: March 20, 2013  
Petition Type: An extension of time to complete repairs.  
Petition Number: 13-TV-20  
Address: 420 E. 9<sup>th</sup> Street  
Petitioner: Candi Mullis for Parker Real Estate Management  
Inspector: Maria McCormick  
Staff Report: January 8, 2013 Completed Cycle Inspection  
February 7, 2013 Received Application for Appeal

During the cycle inspection it was noted that there was cracking and peeling on the surfaces of the ceilings in many rooms as well as deteriorated linoleum in the bathroom. The petitioner is requesting an extension of time to complete these repairs only during a scheduled partial remodel of this house scheduled to be completed by July 15, 2013.

Staff recommendation: Grant the request.  
Conditions: All repairs specified above must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.  
Compliance Deadline: July 15, 2013  
Attachments: Application for Appeal; Cycle Report

*[Handwritten signature]*



RECEIVED

BY: \_\_\_\_\_  
Application for Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
[hand@bloomington.in.gov](mailto:hand@bloomington.in.gov)

Property Address: 420 E 9th St.  
Petitioner's Name: CANDI MULLIS  
Address: 621 N. Walnut P.O. Box 1112  
City: Bloomington State: IN Zip Code: 47403-02  
Phone Number: 812 339 2415 Email Address: ~~hand~~ cmullis@parkerngton  
Property Owner's Name: Schenk Rentals, LLC  
Address: 4797 E. Bethel Lane  
City: Bloomington State: IN Zip Code: 47408  
Phone Number: 812 345 2695 Email Address: \_\_\_\_\_  
Occupants: Devon Strand, Meaghan Ternik, Brianna Killinger

The following conditions must be found in each case in order for the Board to consider the request:

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

Please circle the petition type that you are requesting:

- ☒ A) An extension of time to complete repairs (Petition type TV)
- ☐ B) A modification or exception to the Housing Property Maintenance Code (Petition type V)
- ☐ C) Relief from an administrative decision (Petition type AA)
- ☐ D) Rescind a variance (Petition type RV)

REMINDER: A \$20 filing fee must be submitted with this application before the property can be placed on the meeting agenda.

OFFICE USE ONLY

Petition Number 13-TV-20

SEE REVERSE



Please provide details regarding your request below; you may attach any exhibits or additional comments as you deem necessary and pertinent to your request. Be specific as to what you are requesting, the reason or justification for your request, the amount of time needed to bring the property into compliance, and any modifications and/or alterations you are suggesting.

See attachment

Signature (required):

*Candi Mullis*

Name (please print):

CANDI Mullis

Date:

2/6/13

You may attend the meeting. If you attend, please note that all petitioners presenting a matter to the Board shall be limited to no more than five minutes to present their case and arguments. Additional time can be granted if deemed appropriate by the Board. Please note that if your property is listed on the consent agenda it is more likely than not that your property will not be individually discussed during the Board's meeting.



February 6, 2013

City Of Bloomington  
Housing and Neighborhood Development  
P.O. Box 100  
Bloomington, Indiana 47402

To Whom It May Concern:

Enclosed you will find the Application for Appeal and the \$20.00 filing fee for 420 E 9<sup>th</sup> St.

A cycle inspection was conducted on January 8, 2013. All violations will be corrected except for the repairs to the ceilings and the bathroom floor coverings by the deadline.

I am requesting the extension of time to complete repairs as the house is going to be remodeled during the summer of 2013. We would like to do all ceilings and floor coverings at the same time the bathroom and kitchen is being remodeled so I am requesting the date of completion to be July 15, 2013.

At the time of the remodel, there will be hard wired smoke detectors installed per code.

For the reason stated above we are requesting the extension of time.

Yours Truly,  
Candi Mullis  
Maintenance Coordinator  
Parker Real Estate Mgt.  
cmullis@parkermgt.com  
812-339-2115



**City of Bloomington  
Housing and Neighborhood Development**

**Cycle Report**

3062

**OWNERS**

Schenk Rentals, Llc C/O Lorna Schenk  
4797 E. Bethel Lane  
Bloomington, IN 47408

Prop. Location: 420 E 9th ST  
Units/Bedrooms/Max # of Occupants: 1/3/5  
Date Inspected: 01/08/2013  
Primary Heat Source: Gas  
Property Zoning: RM  
Number of Stories: 1

**AGENT**

Parker Real Estate Mgmt.  
PO Box 1112  
Bloomington, IN 47402

Number of Units/Structures: 1/1

Inspectors: Maria McCormick  
Foundation Type: Basement  
Attic Access: Yes  
Accessory Structure: None

Monroe County Assessor's records indicate that this structure was built in 1920. At that time there were no minimum requirements for emergency egress.

**INTERIOR:**

**Living Room 11-5 x 12-11:**

Repair the entry door to be weather tight. No gaps shall be visible around the edges. BMC 16.04.060(a)

Properly repair or replace damaged door jamb so that it is fully intact and properly secures the entry door as intended. . BMC 16.04.050(a) and BMC 16.04.060(a)

**NW Bedroom 13-11 x 12-11:**

No violation noted.

**Existing Egress Window Measurements:**

Height: 26 inches  
Width: 26 inches  
Sill Height: 19 ½ inches  
Openable Area: 4.71 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

Kitchen:

Repair the surface of the ceiling to be free of holes, cracks, peeling paint and sagging materials. BMC 16.04.060(a)

Repair or replace existing smoke detector in a manner so that it functions as intended. IC 22-11-18-3.5

West Central Bedroom 10-5 x 15-6:

Repair the surface of the ceiling to be free of holes, cracks, peeling paint and sagging materials. BMC 16.04.060(a)

Existing Egress Window Measurements:

Height: 26 inches

Width: 26 inches

Sill Height: 19 ½ inches

Openable Area: 4.71 sq. ft.

**Note: These measurements are for reference only. There is no violation of the emergency egress requirements.**

Hallway:

Repair the surface of the ceiling to be free of holes, cracks, peeling paint and sagging materials. BMC 16.04.060(a)

Bathroom:

Repair or replace the peeling linoleum. BMC 16.04.060(a)

Secure toilet to its mountings. BMC 16.04.060(a)

SW Bedroom 9-11 x 14-11:

Repair the surface of the ceiling to be free of holes, cracks, peeling paint and sagging materials. BMC 16.04.060(a)

This room has a door to the exterior for egress.

Basement –

Repair or replace existing smoke detector in a manner so that it functions as intended. IC 22-11-18-3.5

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)

Acceptable level in a living space: 9 ppm

Maximum concentration for flue products: 50 ppm

BMC 16.01.060(f) and 16.04.060 (c)

**EXTERIOR:**

Secure guttering to the structure. BMC 16.04.050(b)

Replace or repair the gate in front of the basement steps. BMC 16.04.040(g)

Scrape and paint exterior surfaces where paint is peeling or wood is exposed. BMC 16.04.050(e)

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When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.03.030(d)

**This is the end of this report.**



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: March 20, 2013  
Petition Type: An extension of time to complete repairs.  
Petition Number: 13-TV-21  
Address: 2600 S. Olcott Blvd.  
Petitioner: Hallmark Rentals and Management  
Inspector: Maria McCormick  
Staff Report: January 24, 2013 Completed Complaint inspection

A complaint inspection was requested by the tenants due to issues with the windows. A window in the 1<sup>st</sup> floor bedroom was found to no longer be functioning as intended (it was fulling functioning at the cycle inspection in 11/2012) the window does not crank open or closed. Also the wooden frame of the window in the family has deteriorated and has become rotten in places. The petitioner is requesting an extension of an additional month to complete the reairs due to the age of the windows.

Staff recommendation: Grant the extention of time.  
Conditions: All repairs must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.  
Compliance Deadline: March 27, 2013  
Attachments: Complaint Inspection Report; Application of Appeal



**Application For Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
hand@bloomington.in.gov**

**RECEIVED**  
JAN 27 2013

BY: \_\_\_\_\_

**Property Address:** 2600 S Olcott Blvd

**Petitioner's Name:** Hallmark Rentals and Management - Charlotte White

**Address:** 1205 N Walnut Street

**City:** Bloomington

**State:** Indiana

**Zip Code:** 47404

**Phone Number:** (812) 334-8819

**E-mail Address:** charlotte@hallmarkrentals.com

**Owner's Name:** Silvana Falconi

**Address:** 147 Kelton Street Apt 701

**City:** Boston

**State:** Massachusetts

**Zip Code:** 02134

**Phone Number:** 812-334-8819

**E-mail Address:** charlotte@hallmarkrentals.com

**Occupants:**

*Wilford and Connie Rendleman*

**The following conditions must be found in each case in order for the Board to consider the request:**

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety, and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

**Identify the variance type that you are requesting from the following drop down menu:**

**Variance Type:** An extension of time to complete repairs. (Petition Type: TV)

**Reminder:**

A \$20.00 filing fee must be submitted with the Appeal Application or the application will not be considered to be complete! A completed application has to be submitted prior to the meeting application deadline in order to be placed on that months agenda!

(Will be assigned by BHQA)

Petition Number: *13-TV-21*

In the space provided below please write a brief narrative regarding your request. Be specific as to what you are requesting, the reason(s) or justification(s) for your request, the amount of time needed to bring the property into compliance, as well as any modifications and/or alterations you are suggesting. The following information must be included dependent upon the type of variance you are requesting:

- A. An extension of time to complete repairs. (Petition type: TV)
  - 1. Specify the items that need the extension of time to complete.
  - 2. Explain why the extension is needed.
  - 3. Specify the time requested.
- B. A modification or exception to the Housing Property Maintenance Code. (Petition type: V)
  - 1. Specify the code reference number you are appealing.
  - 2. Detail why you are requesting the variance.
  - 3. Specify the modifications and or alterations you are suggesting.
- C. Relief from an administration decision. (Petition type: AA)
  - 1. Specify the decision being appealed and the relief you are seeking.
- D. Rescind a variance. (Petition type: RV)
  - 1. Detail the existing variance.
  - 2. Specify the reason the variance is no longer needed.

Complaint Report 9954 specified that the front bedroom window must be repaired in order to be weather tight (BMC 16.04.060(b)) and that the window frame in the family room must be replaced (BMC 16.04.040 (c)). Due to the age of the windows and the extent of the repairs, an extension of time to complete these repairs is needed. The contractor has run in to delays with obtaining the correct parts for the repairs as the windows are 20 years old which has pushed back the implementation of the repairs so that the deadline cannot be met.

The owner will be making the required repairs, but an extension of one month is needed in order to obtain the correct parts and properly make the repairs.

Signature (Required): Charlotte White, Agent

Name (Print): Charlotte White, Agent Date: 2/5/13

**Important information regarding this application format:**

- 1. This form is designed to be filled out electronically, printed, then returned/submitted manually (e.g. postal mail).
- 2. This document may be saved on your computer for future use, however, any data that you have entered will not be saved.

Print Form





City of Bloomington  
Housing and Neighborhood Development

JAN 25 2013

Silvana Falconi  
147 Kelton Street Apt 701  
Boston MA 02134

RE: NOTICE OF COMPLAINT INSPECTION

Dear Silvana Falconi:

On January 18, 2013 a complaint inspection was performed at 2600 S. Olcott Blvd. During the inspection violations of the Bloomington Housing Code were found.

Please correct the violations cited on the enclosed inspection report within fourteen and call this office no later than FEB 08 2013, to schedule the required re-inspection. Our mailing address and telephone number are listed below.

This directive is issued in accordance with Section PM 106.0 of the Housing-Property Maintenance Code of Bloomington. You have the right to appeal to the Board of Housing Quality Appeals. If you need more than fourteen to correct the violations, or if you want to appeal any violation, an appeal form can be found at [www.bloomington.in.gov/hand](http://www.bloomington.in.gov/hand). If you do not have access to the internet, you may contact HAND at 812-349-3420 and a form will be provided.

Please remember, it is your responsibility to contact the Housing and Neighborhood Development Department to schedule the required re-inspection.

Sincerely,

Housing & Neighborhood Development

Encl: Inspection Report



City of Bloomington  
Housing and Neighborhood Development

Complaint Report

9954

OWNERS

Falconi, Silvana  
147 Kelton Street Apt 701  
Boston, MA 02134

AGENT

Hallmark Rentals & Mgmt. Inc.  
1205 N. Walnut Street  
Bloomington, IN 47404

Prop. Location: 2600 S Olcott BLVD  
Units/Bedrooms/Max # of Occupants: 1/4/3  
Date Inspected: 01/18/2013  
Primary Heat Source: Electric  
Property Zoning: RS  
Number of Stories: 2

Number of Units/Structures: 1/1

Inspectors: Maria McCormick  
Foundation Type: Crawl Space  
Attic Access: Yes  
Accessory Structure: None

The following items are the result of a complaint inspection conducted on 01/18/2013. It is your responsibility to repair these items and to schedule a re-inspection within **fourteen (14)** days of the mailing of this report. Failure to comply with this inspection report will result in this matter being referred to the City of Bloomington Legal Department. Failure to comply with this complaint inspection report may result in fines of up to \$100.00/day. If you have questions regarding this report, please contact this office at 349-3420.

**Main Level –**

Front Bedroom:

Repair the window to be weather tight. The sashes shall fit snugly and properly within the frame. Replace any missing or deteriorated glazing compound. Windows shall be easily and fully openable and shall remain fully open using hardware that is part of the window.  
Replace all damaged and deteriorated wood in the sash and frames. BMC 16.04.060(b)

Family Room:

Replace the rotten and deteriorated window frame on the north facing picture window.  
BMC 16.04.060(c)



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: March 20, 2013

Petition Type: An extension of time to complete repairs.

Petition Number: 13-TV-22

Address: 422 S. College

Petitioner: Charlotte White

Inspector: Robert Hoole

Staff Report: November 7, 2012      Inspection report mailed  
January 18, 2013      Reinspection conducted  
February 7, 2013      Appeal filed

The petitioner is requesting an extension of time to replace inoperable casement windows in two apartments. These windows are the emergency egress openings for these apartments.

Staff recommendation: Deny the extension of time

Conditions:

Compliance Deadline:

Attachments: Remaining violations report, appeal form



**Application For Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
hand@bloomington.in.gov**

**RECEIVED**

BY: \_\_\_\_\_

**Property Address:** 422 S College Ave Appts - 3 & 4

**Petitioner's Name:** Hallmark Rentals and Management - Charlotte White

**Address:** 1205 N Walnut Street

**City:** Bloomington **State:** Indiana **Zip Code:** 47404

**Phone Number:** (812) 334-8819 **E-mail Address:** charlotte@hallmarkrentals.com

**Owner's Name:** Monroe County Convention Center Building Corp

**Address:** 302 S College Ave

**City:** Bloomington **State:** Indiana **Zip Code:** 47403

**Phone Number:** 812-334-8819 **E-mail Address:** charlotte@hallmarkrentals.com

**Occupants:** Allison Stone, Benjamin Bagorius

**The following conditions must be found in each case in order for the Board to consider the request:**

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety, and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

**Identify the variance type that you are requesting from the following drop down menu:**

**Variance Type:** An extension of time to complete repairs. (Petition Type: TV)

**Reminder:**

A \$20.00 filing fee must be submitted with the Appeal Application or the application will not be considered to be complete! A completed application has to be submitted prior to the meeting application deadline in order to be placed on that months agenda!

(Will be assigned by BHQA)

Petition Number: 13-TV-22

In the space provided below please write a brief narrative regarding your request. Be specific as to what you are requesting, the reason(s) or justification(s) for your request, the amount of time needed to bring the property into compliance, as well as any modifications and/or alterations you are suggesting. The following information must be included dependent upon the type of variance you are requesting:

- A. An extension of time to complete repairs. (Petition type: TV)
  - 1. Specify the items that need the extension of time to complete.
  - 2. Explain why the extension is needed.
  - 3. Specify the time requested.
- B. A modification or exception to the Housing Property Maintenance Code. (Petition type: V)
  - 1. Specify the code reference number you are appealing.
  - 2. Detail why you are requesting the variance.
  - 3. Specify the modifications and or alterations you are suggesting.
- C. Relief from an administration decision. (Petition type: AA)
  - 1. Specify the decision being appealed and the relief you are seeking.
- D. Rescind a variance. (Petition type: RV)
  - 1. Detail the existing variance.
  - 2. Specify the reason the variance is no longer needed.

An extension of time is being requested to complete the repairs noted on the inspection report 203. It states that in apartment 3 and 4, the window needs to be repaired to open and close as intended (PM-303.15). Due to the age of the building, the parts to repair these windows are not longer manufactured. Therefore, a much larger project of replacing the windows will need to be done.

Due to the extent of this, an extension of one month will be needed to ensure that the repairs are properly completed.

Signature (Required):

*Charlotte White, Agent*

Name (Print): Charlotte White, Agent

Date: 2/5/13

**Important information regarding this application format:**

- 1. This form is designed to be filled out electronically, printed, then returned/submitted manually (e.g. postal mail).
- 2. This document may be saved on your computer for future use, however, any data that you have entered will not be saved.

Print Form



City of Bloomington  
Housing and Neighborhood Development

JAN 23 2013

Remaining Violation Report  
Reinspected 1/18/2013

203

OWNERS

=====

Monroe County Convention Center Building Corp.  
302 S. College Avenue  
Bloomington, IN 47403

AGENT

=====

Hallmark Rentals & Mgmt. Inc.  
1205 N. Walnut St.  
Bloomington, IN 47404

Prop. Location: 422 S College AVE  
Number of Units/Structures: 6/1  
Units/Bedrooms/Max # of Occupants: 6/1/2

Date Inspected: 08/21/2013  
Primary Heat Source: Electric  
Property Zoning: CD  
Number of Stories: 2

Inspectors: Robert Hoole  
Foundation Type: Slab  
Attic Access: N/A  
Accessory Structure:

**REINSPECTION REQUIRED**

This report is your final notice from the Housing and Neighborhood Development Office that this rental property continues to be in violation of the Housing-Property Maintenance Code of Bloomington.

If you have made all of the repairs on this report, contact our office immediately to schedule the required re-inspection.

Failure to make repairs or to schedule the required re-inspection will result in this matter being referred to the City Legal Department. Legal action may be initiated against you under BMC 16.03.040

It is your responsibility to contact the Housing and Neighborhood Development Office to schedule the required re-inspection. Our mailing address and telephone number are listed below.

## INTERIOR

### 1

#### Bedroom (7'7" x 9'1", 68.84 sq. ft.)

Every bedroom occupied by one person shall contain at least 70 square feet of floor area, and every bedroom occupied by more than one person shall contain at least 50 square feet of floor area for each occupant thereof. Use of this room for sleeping purposes without complying with the minimum square footage requirements shall be contingent upon securing a variance to the Property Maintenance Code from the Board of Housing Quality Appeals (BHQA). PM-404.4.1

### 2

#### Bedroom (7'7" x 9'1", 68.84 sq. ft.)

Every bedroom occupied by one person shall contain at least 70 square feet of floor area, and every bedroom occupied by more than one person shall contain at least 50 square feet of floor area for each occupant thereof. Use of this room for sleeping purposes without complying with the minimum square footage requirements shall be contingent upon securing a variance to the Property Maintenance Code from the Board of Housing Quality Appeals (BHQA). PM-404.4.1

### 3

#### Main room (17 x 15)

Repair the window to open and close as intended. It will be measured at the reinspection.  
PM-303.15

### 4

#### Main room (15 x 17)

Repair the window to open and close as intended. It will be measured at the reinspection. PM-303.15

**OTHER REQUIREMENTS:**

The following documents were not provided to the office or reviewed by the inspector within 60 days of the date of the inspection, and as such a fine will be levied:

- A completed copy of the Tenants & Owners Rights and Responsibilities Summary  
BMC16.03.060(c)
- Inventory & Damage List: The owner or his agent shall contact the tenant and arrange a joint inspection of the premises to occur within ten days of the tenant's occupancy of the rental unit. The owner or his agent and the tenant shall at that time jointly complete an inventory and damage list, and this shall be signed by all parties to the tenancy agreement. Duplicate copies of the inventory and damage list shall be retained by all parties and shall be deemed a part of the tenancy agreement  
BMC16.03.050

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.03.030(d)

This is the end of the report





City of Bloomington  
H.A.N.D.



**City of Bloomington  
Housing and Neighborhood Development**

**Board of Housing Quality Appeals  
Staff Report: Petition for Variance**

Meeting Date: March 20, 2013

Petition Type: A modification or exception to the Property Maintenance Code

Variance Request: To allow sleeping rooms not meeting minimum size requirements

Petition Number: 13-V-23

Address: 422 S. College

Petitioner: Charlotte White

Inspector: Robert Hoole

Staff Report: September 7, 2012      Inspection report mailed  
January 18, 2013      Reinspection conducted  
February 7, 2013      Appeal filed

The petitioner is seeking a variance to allow sleeping rooms not meeting minimum size requirements. The rooms are less than 2 square feet short of meeting the requirement.

Staff recommendation: Grant the variance

Conditions: None

Compliance Deadline:

Attachments: Remaining violations report, appeal form



**Application For Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
hand@bloomington.in.gov**

**RECEIVED**

BY: \_\_\_\_\_

**Property Address:** 422 S College Avenue

*Appt. 1 & 2*

**Petitioner's Name:** Hallmark Rentals and Management - Charlotte White

**Address:** 1205 N Walnut Street

**City:** Bloomington

**State:** Indiana

**Zip Code:** 47404

**Phone Number:** (812) 334-8819

**E-mail Address:** charlotte@hallmarkrentals.com

**Owner's Name:** Monroe County Convention Center Building Corp

**Address:** 302 S. College Avenue

**City:** Bloomington

**State:** Indiana

**Zip Code:** 47403

**Phone Number:** 812-334-8819

**E-mail Address:** charlotte@hallmarkrentals.com

**Occupants:**

*Niet Lam, Aaron Biggs*

**The following conditions must be found in each case in order for the Board to consider the request:**

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety, and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

**Identify the variance type that you are requesting from the following drop down menu:**

**Variance Type:** A modification or exception to the Housing Property Maintenance Code. (Petition Type: V)

**Reminder:**

A \$20.00 filing fee must be submitted with the Appeal Application or the application will not be considered to be complete! A completed application has to be submitted prior to the meeting application deadline in order to be placed on that months agenda!

(Will be assigned by BHQA)

Petition Number: *13-V-23*

In the space provided below please write a brief narrative regarding your request. Be specific as to what you are requesting, the reason(s) or justification(s) for your request, the amount of time needed to bring the property into compliance, as well as any modifications and/or alterations you are suggesting. The following information must be included dependent upon the type of variance you are requesting:

- A. An extension of time to complete repairs. (Petition type: TV)
  - 1. Specify the items that need the extension of time to complete.
  - 2. Explain why the extension is needed.
  - 3. Specify the time requested.
- B. A modification or exception to the Housing Property Maintenance Code. (Petition type: V)
  - 1. Specify the code reference number you are appealing.
  - 2. Detail why you are requesting the variance.
  - 3. Specify the modifications and or alterations you are suggesting.
- C. Relief from an administration decision. (Petition type: AA)
  - 1. Specify the decision being appealed and the relief you are seeking.
- D. Rescind a variance. (Petition type: RV)
  - 1. Detail the existing variance.
  - 2. Specify the reason the variance is no longer needed.

This is a request for an exception to Housing Property Maintenance Code PM-404.4. In apartments number 1 and 2, it is noted that the bedroom is 68.84 square feet and not the required 70 square feet.

This code is no longer in effect as of January 1, 2013. This property has been a rental for several years and this has not been previously noted on any other inspections. Because the inspection fell in November, just months shy, we are asking that a code that is no longer in effect be applied. This, in addition to the size being only 1.16 square feet from the code is why we are request a variance to this.

Finally, this building is projected to be demolished in 5 years. We would like to avoid the expense of these modifications for a building that is set to be demolished in the near future.

Signature (Required):

*Charlotte White, Agent*

Name (Print): Charlotte White, Agent

Date: 2/5/13

**Important information regarding this application format:**

- 1. This form is designed to be filled out electronically, printed, then returned/submitted manually (e.g. postal mail).
- 2. This document may be saved on your computer for future use, however, any data that you have entered will not be saved.

Print Form



**City of Bloomington**  
**Housing and Neighborhood Development**

**JAN 23 2013**

Remaining Violation Report  
Reinspected 1/18/2013

203

**OWNERS**

Monroe County Convention Center Building Corp.  
302 S. College Avenue  
Bloomington, IN 47403

**AGENT**

Hallmark Rentals & Mgmt. Inc.  
1205 N. Walnut St.  
Bloomington, IN 47404

Prop. Location: 422 S College AVE  
Number of Units/Structures: 6/1  
Units/Bedrooms/Max # of Occupants: 6/1/2

Date Inspected: 08/21/2013  
Primary Heat Source: Electric  
Property Zoning: CD  
Number of Stories: 2

Inspectors: Robert Hoole  
Foundation Type: Slab  
Attic Access: N/A  
Accessory Structure:

**REINSPECTION REQUIRED**

This report is your final notice from the Housing and Neighborhood Development Office that this rental property continues to be in violation of the Housing-Property Maintenance Code of Bloomington.

If you have made all of the repairs on this report, contact our office immediately to schedule the required re-inspection.

Failure to make repairs or to schedule the required re-inspection will result in this matter being referred to the City Legal Department. Legal action may be initiated against you under BMC 16.03.040

It is your responsibility to contact the Housing and Neighborhood Development Office to schedule the required re-inspection. Our mailing address and telephone number are listed below.

## INTERIOR

1

Bedroom (7'7" x 9'1", 68.84 sq. ft.)

Every bedroom occupied by one person shall contain at least 70 square feet of floor area, and every bedroom occupied by more than one person shall contain at least 50 square feet of floor area for each occupant thereof. Use of this room for sleeping purposes without complying with the minimum square footage requirements shall be contingent upon securing a variance to the Property Maintenance Code from the Board of Housing Quality Appeals (BHQA). PM-404.4.1

2

Bedroom (7'7" x 9'1", 68.84 sq. ft.)

Every bedroom occupied by one person shall contain at least 70 square feet of floor area, and every bedroom occupied by more than one person shall contain at least 50 square feet of floor area for each occupant thereof. Use of this room for sleeping purposes without complying with the minimum square footage requirements shall be contingent upon securing a variance to the Property Maintenance Code from the Board of Housing Quality Appeals (BHQA). PM-404.4.1

3

Main room (17 x 15)

Repair the window to open and close as intended. It will be measured at the reinspection.  
PM-303.15

4

Main room (15 x 17)

Repair the window to open and close as intended. It will be measured at the reinspection. PM-303.15

**OTHER REQUIREMENTS:**

The following documents were not provided to the office or reviewed by the inspector within 60 days of the date of the inspection, and as such a fine will be levied:

- A completed copy of the Tenants & Owners Rights and Responsibilities Summary  
BMC16.03.060(c)
- Inventory & Damage List: The owner or his agent shall contact the tenant and arrange a joint inspection of the premises to occur within ten days of the tenant's occupancy of the rental unit. The owner or his agent and the tenant shall at that time jointly complete an inventory and damage list, and this shall be signed by all parties to the tenancy agreement. Duplicate copies of the inventory and damage list shall be retained by all parties and shall be deemed a part of the tenancy agreement  
BMC16.03.050

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.03.030(d)

This is the end of the report



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: March 20, 2013

Petition Type: An extension of time to complete repairs.

Petition Number: 13-TV-24

Address: 4535 W. Middle Ct.

Petitioner: Sally Walker

Inspector: Robert Hoole

Staff Report: September 17, 2012      Cycle report mailed  
February 6, 2013      Reinspection conducted  
February 8, 2013      Appeal filed

The petitioner is seeking an extension of time to complete repairs to deteriorated soffits, to complete exterior painting, and to replace the furnace. Documentation from the HVAC contractor indicates that the furnace heat exchanger is "rusted out".

Staff recommendation: Grant the extension of time for soffit repairs and painting. **No extension of time is granted for repair / replacement of the furnace.**

Conditions: All repairs must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline: October 1, 2013

Attachments: Remaining violations report, furnace inspection documentation, appeal form.



RECEIVED  
1 28 2011

Application for Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
[hand@bloomington.in.gov](mailto:hand@bloomington.in.gov)

Property Address: 4535 W. MIDDLE CT.

Petitioner's Name: SALLY WALKER

Address: 3708 E. TAYLOR COURT

City: Bloomington State: IN. Zip Code: 47401

Phone Number: 812-360-5577 Email Address: sally@argentina-jewelry.com

Property Owner's Name: Sally Walker

Address: SAME - AS ABOVE

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Occupants: Jeff Vandiver and children

The following conditions must be found in each case in order for the Board to consider the request:

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

Please circle the petition type that you are requesting:

- ☒ A) An extension of time to complete repairs (Petition type **TV**)
- ☐ B) A modification or exception to the Housing Property Maintenance Code (Petition type **V**)
- ☐ C) Relief from an administrative decision (Petition type **AA**)
- ☐ D) Rescind a variance (Petition type **RV**)

REMINDER: A \$20 filing fee must be submitted with this application before the property can be placed on the meeting agenda.

OFFICE USE ONLY

Petition Number 13-TV-24

SEE REVERSE



Please provide details regarding your request below; you may attach any exhibits or additional comments as you deem necessary and pertinent to your request. Be specific as to what you are requesting, the reason or justification for your request, the amount of time needed to bring the property into compliance, and any modifications and/or alterations you are suggesting.

I NEED MORE TIME TO COMPLETE THE  
REPAIRS TO THE EXTERIOR (PM 303-6  
PM-302.4.1 and PM 303.2) I believe  
I COULD ARRANGE FOR + COMPLETE THESE  
REPAIRS BY OCTOBER 1ST, 2013. I want  
to have the entire house repainted and we  
need warmer weather to work on it.

I AM APPLYING TO C.A.P. to have both the  
furnace and the a/c replaced. My tenant  
qualifies for that program.

Signature (required):

*Sally Walker*

Name (please print):

SALLY WALKER

Date:

2/6/13

You may attend the meeting. If you attend, please note that all petitioners presenting a matter to the Board shall be limited to no more than five minutes to present their case and arguments. Additional time can be granted if deemed appropriate by the Board. Please note that if your property is listed on the consent agenda it is more likely than not that your property will not be individually discussed during the Board's meeting.



City of Bloomington  
Housing and Neighborhood Development

FEB 11 2013

Remaining Violation Report  
Reinspected 2/6/2013

6917

OWNERS

Walker, Sally  
3708 Taylor Court  
Bloomington, IN 47401

Prop. Location: 4535 W Middle CT  
Number of Units/Structures: 1/1  
Units/Bedrooms/Max # of Occupants: 1/3/3

Date Inspected: 09/11/2012  
Primary Heat Source: Gas  
Property Zoning: RS  
Number of Stories: 1

Inspectors: Robert Hoole  
Foundation Type: Basement  
Attic Access: No  
Accessory Structure:

**REINSPECTION REQUIRED**

This report is your final notice from the Housing and Neighborhood Development Office that this rental property continues to be in violation of the Housing-Property Maintenance Code of Bloomington.

If you have made all of the repairs on this report, contact our office immediately to schedule the required re-inspection.

Failure to make repairs or to schedule the required re-inspection will result in this matter being referred to the City Legal Department. Legal action may be initiated against you under BMC 16.03.040

It is your responsibility to contact the Housing and Neighborhood Development Office to schedule the required re-inspection. Our mailing address and telephone number are listed below.

## INTERIOR

### Family room (11 x 18)

2/19/10  
C  
Show documentation that the fireplace has been inspected within the last twelve months, or permanently and visibly seal the fireplace to prevent its use. Service and inspection shall include the firebox, damper, chimney and/or flue. Cleaning by a professional service is highly recommended. PM-603.1

### Basement utility room

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

PM-603.1

**NOTE:** The documentation provided indicated that the heat exchanger is rusted out. The furnace must be properly repaired or replaced.

## EXTERIOR

Properly repair the deteriorated soffit adjacent to the back door and at the southeast corner. PM-303.6

Scrape and paint exterior surfaces where paint is peeling or wood is exposed. PM-303.2

**NOTE:** This item has a compliance deadline of 9/4/2013.

## OTHER REQUIREMENTS

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.12.080 (b)

This is the end of this report.

# FYFFE



## INVOICE

DATE	INVOICE #
11/19/2012	39067

### BILL TO

Walker, Sally  
3708 Taylor Court  
Bloomington, IN 47401

JOB LOCATION
RENTAL 4535 Middle Court Bloomington, IN 47403

JOB TYPE	TERMS	REP	EQUIPMEN...	PHONE NU...	PO #	AUTHORIZED ...
Home Inspec...	Net 15	DRF	CO2 Test	Tenant: 650-2...		Sally

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EA...	Serial No	AMOUNT
1	CO Test	CO Test	40.00		40.00
1	LaG	Labor, Gas	85.00		85.00
1	Trk Chg	Truck Charge	10.00		10.00
		Furnace Heat X weld is rusted out. Therefore, cleaned furnace as best as possibly could.			
		CARBON MONOXIDE TEST RESULTS: Outside Air= 0 PPM House Air= 0 PPM Supply Plenum= 0 PPM Blue Pipe= 35 PPM			

Thank you for your business!	<b>Subtotal</b>	\$135.00
We accept cash, check, money orders, Discover, Mastercard, and Visa. Interest of 1.75% to be paid on unpaid balances after 30 days. Attorney and collection fees will be added to interest charges. Also, a \$10 monthly account maintenance fee will be added.	<b>Sales Tax (7.0%)</b>	\$2.80
	<b>Total</b>	\$137.80
	<b>Payments/Credits</b>	\$0.00
	<b>Balance Due</b>	\$137.80



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: March 20, 2013

Petition Type: An extension of time to complete repairs.

Petition Number: 13-TV-25

Address: 1722 N Walnut

Petitioner: Kenny Patel

Inspector: John Hewett

Staff Report: January 29, 2013 Complaint Inspection  
February 5, 2013 Report sent  
February 12, 2013 Received appeal

The roof on the office portion of this motel is leaking in multiple places. Previous attempts at repair were ineffective. The petitioner has requested additional time to install a new roof system over the flat roof portion of the structure.

Staff recommendation: Grant the extension of time.

Conditions: All repairs must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline: June 20, 2013

Attachments: Petitioner's letter, Complaint Inspection report.



RECEIVED  
FEB 12 2013

Application for Appeal: \_\_\_\_\_  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
[hand@bloomington.in.gov](mailto:hand@bloomington.in.gov)

PAID  
02.12.13

Property Address: 1722 N Walnut St, Bloomington  
Petitioner's Name: Kenny Patel  
Address: 1722 N Walnut St, #  
City: Bloomington State: IN Zip Code: 47404  
Phone Number: 339-1919 Email Address: Kanupatel71@gmail.com  
Property Owner's Name: Kenny Patel  
Address: "Same as Above"  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Occupants: Motel

The following conditions must be found in each case in order for the Board to consider the request:

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

Please circle the petition type that you are requesting:

- ☒ (A) An extension of time to complete repairs (Petition type TV)  
B) A modification or exception to the Housing Property Maintenance Code (Petition type V)  
C) Relief from an administrative decision (Petition type AA)  
D) Rescind a variance (Petition type RV)

REMINDER: A \$20 filing fee must be submitted with this application before the property can be placed on the meeting agenda.

OFFICE USE ONLY

Petition Number 13-TV-25

SEE REVERSE

Please provide details regarding your request below; you may attach any exhibits or additional comments as you deem necessary and pertinent to your request. Be specific as to what you are requesting, the reason or justification for your request, the amount of time needed to bring the property into compliance, and any modifications and/or alterations you are suggesting.

Please, give me extension to complete repair work. I have to collect bids from people and complete the work it self.

This will take more than 30 days.

Thanks for consideration

Signature (required):

*Kenny Patel*

Name (please print):

KENNY PATEL

Date:

02/12/13

You may attend the meeting. If you attend, please note that all petitioners presenting a matter to the Board shall be limited to no more than five minutes to present their case and arguments. Additional time can be granted if deemed appropriate by the Board. Please note that if your property is listed on the consent agenda it is more likely than not that your property will not be individually discussed during the Board's meeting.



City of Bloomington  
Housing and Neighborhood Development

Lodging Establishment Complaint Inspection Report

ESTABLISHMENT

Americas Best Value Inn  
1722 N. Walnut  
Bloomington, IN 47408

OWNER

Kenny Patel  
1722 N. Walnut  
Bloomington, IN 47408

Prop. Location: 1722 N. Walnut St.  
Date Inspected: 01/30/2013  
Inspectors: John Hewett

The following items are the result of a complaint inspection conducted on 01/30/2013. It is your responsibility to repair these items and to schedule a re-inspection within **thirty (30)** days of the mailing of this report. Failure to comply with this inspection report will result in this matter being referred to the City of Bloomington Legal Department. Failure to comply with this complaint inspection report may result in fines of up to \$100.00/day. If you have questions regarding this report, please contact this office at 349-3420.

Repair the roof of the lobby and office area to be free of leaks. The roof shall be in good condition and structurally sound to include any decking and structural members. BMC 16.04.050 (a)

Replace any water damaged ceiling tiles in the lobby and office area. BMC 16.04.060(a)





City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals**  
**Staff Report: Petition for Extension of Time**

Meeting Date: 20 March 2013

Petition Type: An extension of time to complete repairs.

Petition Number: 13-TV-026

Address: 1009 W. 6<sup>th</sup> St.

Petitioner: Edna Morrison

Inspector: Michael Arnold

Staff Report:

26 March 2012	Cycle Inspection
02 April 2012	Sent report
11 June 2012	Sent Remaining Violations report
22 June 2012	Reinspection complete -- Temp. Permit
05 February 2013	Sent Exterior Extension reminder
14 February 2013	Received request for Extension of Time

During the cycle inspection it was noted that some exterior painting was required for this structure. A temporary permit was issued with a deadline of 26 March 2013. Petitioner is requesting additional time to complete this repair.

Staff recommendation: Grant the extension of time.

Conditions: All repairs must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline: 20 May 2013

Attachments: Application of Appeal, Remaining Violations report



RECEIVED  
MAY 1 2013

Application for Appeal BY: \_\_\_\_\_  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
[hand@bloomington.in.gov](mailto:hand@bloomington.in.gov)

Property Address: 1809 W 6th  
Petitioner's Name: Eric Morrison  
Address: ~~425~~ 2537  
City: Bloomington State: IN Zip Code: 47402  
Phone Number: 332-7694 Email Address: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Occupants: \_\_\_\_\_

The following conditions must be found in each case in order for the Board to consider the request:

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

Please circle the petition type that you are requesting:

- ☒ A) An extension of time to complete repairs (Petition type TV)  
B) A modification or exception to the Housing Property Maintenance Code (Petition type V)  
C) Relief from an administrative decision (Petition type AA)  
D) Rescind a variance (Petition type RV)

REMINDER: A \$20 filing fee must be submitted with this application before the property can be placed on the meeting agenda.

OFFICE USE ONLY

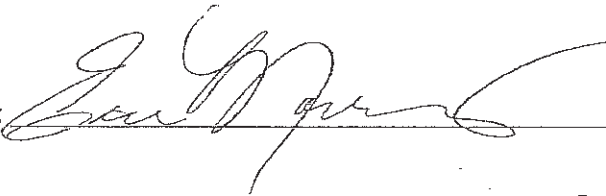
Petition Number 13-TV-26

SEE REVERSE

Please provide details regarding your request below; you may attach any exhibits or additional comments as you deem necessary and pertinent to your request. Be specific as to what you are requesting, the reason or justification for your request, the amount of time needed to bring the property into compliance, and any modifications and/or alterations you are suggesting.

Asking for June 2013 for better  
weather

Signature (required):



Name (please print):

Date: 2-14-2013

You may attend the meeting. If you attend, please note that all petitioners presenting a matter to the Board shall be limited to no more than five minutes to present their case and arguments. Additional time can be granted if deemed appropriate by the Board. Please note that if your property is listed on the consent agenda it is more likely than not that your property will not be individually discussed during the Board's meeting.



City of Bloomington  
Housing and Neighborhood Development

Exterior Extension Reminder Report

FEB 05 2013

2648

OWNERS

=====

Morrison, Edna L.  
P.O. Box 2537  
Bloomington, IN 47402

Prop. Location: 1009 W 6th ST  
Number of Units/Structures: 1/1  
Units/Bedrooms/Max # of Occupants: 1/2/3

Date Inspected: 03/26/2012  
Primary Heat Source: Gas  
Property Zoning: RC  
Number of Stories: 1

Inspectors: Mike Arnold  
Foundation Type: Crawl Space  
Attic Access: No  
Accessory Structure: none

**VARIANCE**

**10/27/1988** The Board of Housing Quality Appeals granted a variance to the ceiling height requirement in the South bedroom.

This report is a reminder that there are exterior items with an extended period of time for completion still outstanding at this address.

If you have made all of the repairs on this report, contact our office immediately to schedule the required drive-by re-inspection.

Failure to make repairs or to schedule the required re-inspection will result in this matter being referred to the City Legal Department. Legal action may be initiated against you under Section 16.12.100 of the Bloomington Municipal Code.

It is your responsibility to contact the Housing and Neighborhood Development Office to schedule the required re-inspection. Our mailing address and telephone number are listed below.

**Exterior:**

Scrape and paint interior surfaces where paint is peeling or wood is exposed. PM-304.3 (This item has a deadline of 26 March 2013).



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: March 20, 2013

Petition Type: An extension of time to complete repairs.

Petition Number: 13-TV-27

Address: 223 E. 1<sup>st</sup> Street

Petitioner: Tom Ruemler

Inspector: Jo Stong

Staff Report: February 1, 2013: Received complaint  
February 4, 2013: Conducted complaint inspection  
February 6, 2013: Sent complaint report  
February 15, 2013: Received appeal

During a complaint inspection violations of the Residential Rental Unit and Lodging Establishment Inspection Program were noted, including a leaking roof. The ceiling in the tenant's bedroom was covered in plastic, with a hole near the center so that water would not back up into the plastic but drain into a bucket below instead. The petitioner has been actively working on the problem and is requesting an extension of time until weather permits to complete repairs to the roof.

Staff recommendation: Deny the extension of time

Conditions: All repairs must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline: March 20, 2013

Attachments: Complaint report, appeal, photos



RECEIVED  
FEB 15 2010

Application for Appeal By: \_\_\_\_\_  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
[hand@bloomington.in.gov](mailto:hand@bloomington.in.gov)

Property Address: 223 EAST 1st STREET Bloomington IN

Petitioner's Name: Tom Ruemler

Address: 241 Beechwood Drive

City: Ellettsville State: IN Zip Code: 47429

Phone Number: \_\_\_\_\_ Email Address: trunkroger@aol.com

Property Owner's Name: Tom Ruemler

Address: 241 Beechwood Drive

City: Ellettsville State: IN Zip Code: 47429

Phone Number: 816-9962 Email Address: trunkroger@aol.com

Occupants: ANANDA KHAMPHA & CAMERON WARREN

The following conditions must be found in each case in order for the Board to consider the request:

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

Please circle the petition type that you are requesting:

☒ A) An extension of time to complete repairs (Petition type TV)

☐ B) A modification or exception to the Housing Property Maintenance Code (Petition type V)

☐ C) Relief from an administrative decision (Petition type AA)

☐ D) Rescind a variance (Petition type RV)

REMINDER: A \$20 filing fee must be submitted with this application before the property can be placed on the meeting agenda.

OFFICE USE ONLY

Petition Number 13-TV-27

SEE REVERSE

Please provide details regarding your request below; you may attach any exhibits or additional comments as you deem necessary and pertinent to your request. Be specific as to what you are requesting, the reason or justification for your request, the amount of time needed to bring the property into compliance, and any modifications and/or alterations you are suggesting.

I would like an extension due to  
weather permitting roofing.

See attached time lines and  
work.

Signature (required): Tom Fuentes  
Name (please print): Tom Fuentes Date: 2/9/13

You may attend the meeting. If you attend, please note that all petitioners presenting a matter to the Board shall be limited to no more than five minutes to present their case and arguments. Additional time can be granted if deemed appropriate by the Board. Please note that if your property is listed on the consent agenda it is more likely than not that your property will not be individually discussed during the Board's meeting.

**From:** Tom and Cindy Ruemler <trumkroger@aol.com>  
**To:** rfrsqft <rfrsqft@yahoo.com>; trumkroger <trumkroger@aol.com>  
**Subject:** 223 aprt#2  
**Date:** Sun, Feb 3, 2013 6:59 pm

We purchased the houses in May of 2012. At that time we asked about that particular roof and Jerry had told us that they were repaired and fine.

The following dates are time lines of activity. We have texts available to show proof.

September of 2012: roof was recoated.

December of 2012 we received 13 inches of snow.

January 6, 2013 first notification of leak in apartment #2. Contacted the roofer to fix leaks.

January 7, 2013, looked at roof and repaired, then cleaned up 2 ceiling tile that had fallen.

January 8, 2013 continued to work on roof.

January 9, 2013 continued to work on roof.

January 16 worked on leaks.

January 17 came over to inspect at the roof repair, decided to call new roofer. New repair still wet. 60 degrees out.

Discussed this with Amanda: took off \$100 off rent for the inconvenience.

Contacted new roofer January 19th: Beyers roofer to get new repairs and estimates.

Contacted new roofer again January 21 and 23.

January: 25th came and inspected.

Came back to meet them on January 30th.

They are proposing a new roof. Feel that the existing roof has too many potential areas of concern to warrant repairs. Stated that he would get back to me this week.

---

I responded each time to Amanda's phone calls and text.

I received a phone call from her on 1/29 about subleasing the apartment. Amanda stated that she would be receiving an internship out of state.

Tom Ruemler  
Tom and Cindy Ruemler  
[trumkroger@aol.com](mailto:trumkroger@aol.com)





City of Bloomington  
Housing and Neighborhood Development

Complaint Report

2527

OWNERS

Ruemler, Thomas E.  
241 Beechwood Dr  
Ellettsville, IN 47429

Prop. Location: 223 E 1st ST  
Number of Units/Structures: 4/1  
Units/Bedrooms/Max # of Occupants: 4/1/2

Date Inspected: 02/04/2013  
Primary Heat Source: Gas  
Property Zoning: RM  
Number of Stories: 1

Inspector: Jo Stong  
Foundation Type: Basement  
Attic Access: No  
Accessory Structure: None

The following items are the result of a complaint inspection conducted on **February 4, 2013**. It is your responsibility to repair these items and to schedule a reinspection within fourteen (14) days of the receipt of this report. Failure to comply with this inspection report will result in this matter being turned over to the City Legal Department. If you have questions regarding this report, please contact this office at 349-3420.

**NORTHWEST UNIT**

**INTERIOR:**

Bedroom:

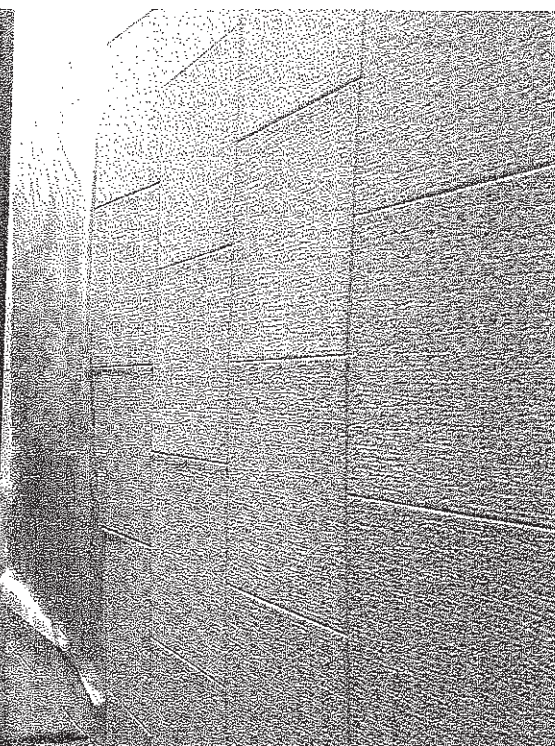
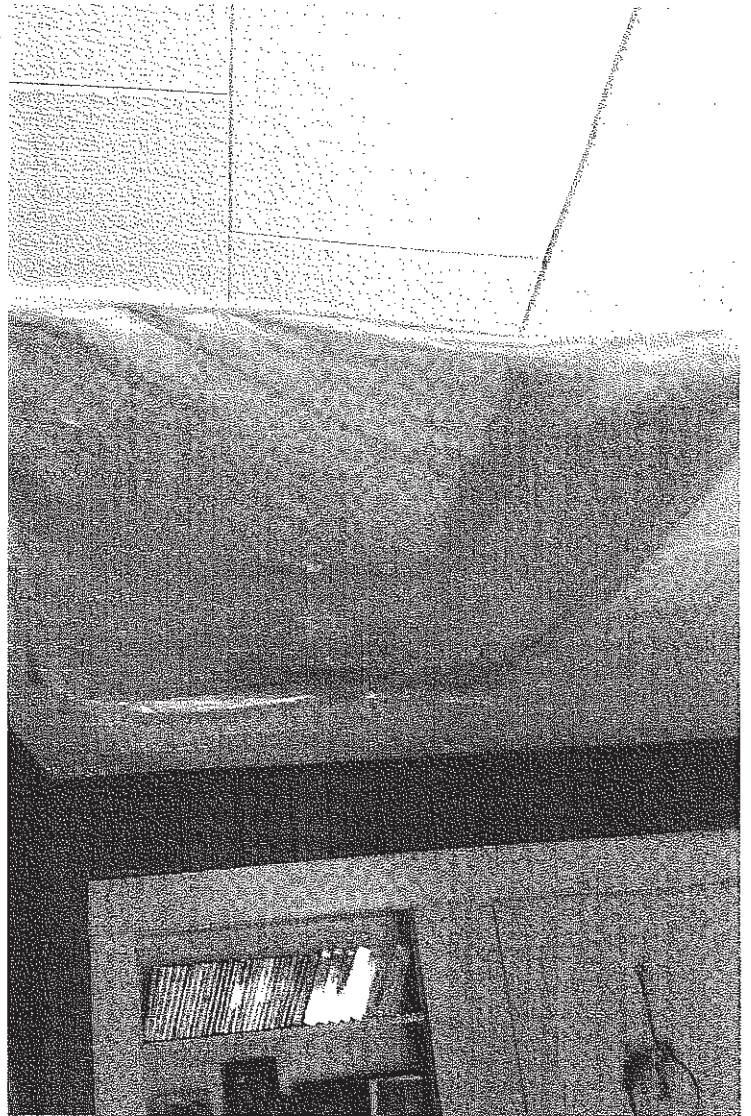
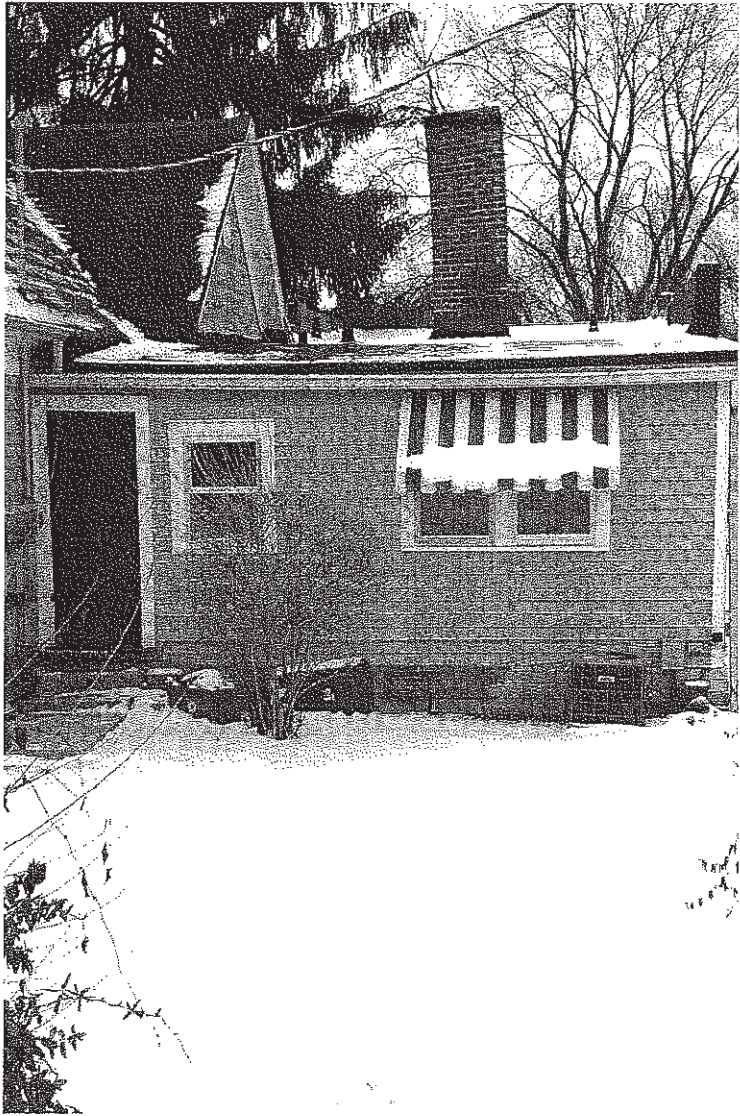
Eliminate the roof leak and properly repair the ceiling; replace ceiling tiles in a workmanlike manner. BMC 16.04.060 (a), (b)

**EXTERIOR:**

Repair or replace the leaking roof over the northwest unit. Ensure that the chimney flashing is secure and weather tight, and that the chimney is properly tuck-pointed. BMC 16.04.050(a), (b)

This is the end of this report.









City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: March 20, 2013

Petition Type: An extension of time to complete repairs.

Petition Number: 13-TV-28

Address: 315 E Southern

Petitioner: Robert Duke

Inspector: John Hewett

Staff Report:      October 24, 2012      Cycle Inspection  
                         December 4, 2012      Report sent  
                         February 11, 2013      Sent RV

The petitioner has requested additional time to complete repairs.

Staff recommendation: Grant the extension of time.

Conditions: All repairs must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline: April 20, 2013

Attachments: Petitioner's letter, Cycle Inspection report.



RECEIVED  
21

Application for Appeal  
To The  
Board of Housing Quality Appeals  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
[hand@bloomington.in.gov](mailto:hand@bloomington.in.gov)

Property Address: 315 E. SOUTHERN DRIVE, BLOOMINGTON, IN 47402

Petitioner's Name: ROBERT DUKE

Address: 6408 EASTERN AVENUE NE

City: WASHINGTON State: DC Zip Code: 20012

Phone Number: 559-307-6792 Email Address: dukerentals@gmail.com

Property Owner's Name: ROBERT DUKE

Address: 6408 EASTERN AVENUE NE

City: WASHINGTON State: DC Zip Code: 20012

Phone Number: 559-307-6792 Email Address: dukerentals@gmail.com

Occupants: Cecily Burns and family

The following conditions must be found in each case in order for the Board to consider the request:

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

Please circle the petition type that you are requesting:

☒ A) An extension of time to complete repairs (Petition type TV)

☐ B) A modification or exception to the Housing Property Maintenance Code (Petition type V)

☐ C) Relief from an administrative decision (Petition type AA)

☐ D) Rescind a variance (Petition type RV)

REMINDER: A \$20 filing fee must be submitted with this application before the property can be placed on the meeting agenda.

OFFICE USE ONLY

Petition Number 13-TV-28

SEE REVERSE



City of Bloomington  
Housing and Neighborhood Development

Cycle Report

3772

OWNERS

Duke, Robert W.  
6408 Eastern Ave  
Washington, DC 20012

AGENT

Burns, Cicily  
315 E. Southern Dr  
Bloomington, IN 47402

Prop. Location: 315 E Southern DR  
Number of Units/Structures: 1/1  
Units/Bedrooms/Max # of Occupants: 1/3/5

Date Inspected: 10/24/2012  
Primary Heat Source: Gas  
Property Zoning: RM  
Number of Stories: 1

Inspectors: John Hewett  
Foundation Type: Basement  
Attic Access: No  
Accessory Structure:

Monroe County Assessor's records indicate this structure was built in 1940.  
There were no requirements for emergency egress at the time of construction.

Interior

Living room

13-10 x 13-10

No violations noted.

Dining room

10-11 x 10-8

No violations noted.

Kitchen

10-11 x 11-5

All fire extinguishers must be inspected every 30 days and a record of that inspection shall be kept. Metal head extinguishers shall be subjected to maintenance at intervals of not more than one (1) year and shall have a tag or label securely attached that indicates the month and year the maintenance was performed as

well as the identity of the person/company performing the service. Metal head extinguishers must be recharged every six years and hydro-tested every 12 years per NFPA-10. Plastic head extinguishers must be replaced every 12 years per NFPA-10. PM-704.3

Back Hall

No violations noted.

SW bedroom

11-6 x 10-3

Existing Egress Window Measurements:

Height: 18.25 inches

Width: 23 inches

Sill Height: 27 inches

Openable Area: 2.91 sq. ft.

At the time this structure was built, there were no code requirements for emergency egress for a sleeping room. The Housing & Neighborhood Development Department strongly recommends that the sleeping room egress windows be modified or replaced with a larger window to aid in emergency escape. BMC-16.04.400 (b)

NW bedroom

10-1 x 9-6

Existing Egress Window Measurements:

Height: 11.25 inches

Width: 23 inches

Sill Height: 44.5 inches

Openable Area: 1.79 sq. ft

At the time this structure was built, there were no code requirements for emergency egress for a sleeping room. The Housing & Neighborhood Development Department strongly recommends that the sleeping room egress windows be modified or replaced with a larger window to aid in emergency escape. BMC-16.04.400 (b)

Bathroom

No violations noted.

SE bedroom & Bath

14-1 x 14-2

The window measurements are the same as the SW bedroom.

Basement

Repair the plumbing leak on the west side of the room above the ½ wall, at the junction of the copper line and the cast iron. PM-504.1

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

PM-603.1

Exterior

Clean debris from the roof, gutters and downspouts. PM-303.7

Secure the loose siding at the north gable. PM-303.6

Other requirements

Required documentation:

A completed copy of the Tenants and Owners Rights and Responsibilities Summary must be provided to this office or reviewed with the inspector within 60 days of the date of the inspection or a \$25.00 fine will be levied. BMC 16.12.050 (d)

Required documentation:

The owner or his agent shall contact the tenant and arrange a joint inspection of the premises to occur within ten days of the tenant's occupancy of the rental unit. The owner or his agent and the tenant shall at that time jointly complete an inventory and damage list, and this shall be signed by all parties to the tenancy agreement. Duplicate copies of the inventory and damage list shall be retained by all parties and shall be deemed a part of the tenancy agreement. **A completed copy of the Inventory & Damage List must be provided to the office or reviewed with the inspector within 60 days of the date of the inspection or a \$25.00 fine will be levied. BMC16.12.040**

When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.12.080 (b)



City of Bloomington  
H.A.N.D.

**Board of Housing Quality Appeals  
Staff Report: Petition for Extension of Time**

Meeting Date: March 20, 2013

Petition Type: An extension of time to complete repairs.

Petition Number: 13-TV-29

Address: 321 E. 14<sup>th</sup> Street

Petitioner: Dan Smith for CRE Rentals

Inspector: Maria McCormick & Norman Mosier

Staff Report: July 19, 2012 Completed Cycle inspection  
October 15, 2012 Sent cycle report delayed due to planning issues.  
February 7, 2013 Completed re-inspection  
February 22, 2013 Received application for appeal

During the cycle inspection it was noted that in several units the windows and sliding glass door were not functioning as intended and would not open easily. At the time of re-inspection not all of these issues were corrected. It was also noted that there were several of the wooden shake shingles missing on the roofs of the 12 buildings. The petitioner is requesting an extension of time to replace the windows and sliding glass doors in building K and to complete the replacement of the missing wooden shakes.

Staff recommendation: Deny the extension of time for the windows and doors; Grant the extension for the replacement of the wooden shakes.

Conditions: All repairs specified above must be completed and re-inspected no later than the deadline stated below, or this case will be turned over to the City of Bloomington Legal Department for further action including the possibility of fines.

Compliance Deadline: April 1, 2013

Attachments: Application for appeal; Remaining Violations Report



**RECEIVED**  
FEB 21, 2013

**Application For Appeal  
To The  
Board of Housing Quality Appeals**  
P.O. Box 100  
Bloomington, IN 47402  
812-349-3420  
hand@bloomington.in.gov

**Property Address:** 321 E. 14th St

**Petitioner's Name:** Dan Smith

**Address:** 400 E. 3rd St

**City:** Bloomington **State:** Indiana **Zip Code:** 47401

**Phone Number:** 332-1509 **E-mail Address:** Dan@crerentals.com

**Owner's Name:** CRE Rentals

**Address:** 400 E. 3rd St

**City:** Bloomington **State:** Indiana **Zip Code:** 47401

**Phone Number:** 332-1509 **E-mail Address:** Dan@crerentals.com

**Occupants:**

**The following conditions must be found in each case in order for the Board to consider the request:**

1. That the exception is consistent with the intent and purpose of the housing code and promotes public health, safety, and general welfare.
2. That the value of the area about the property to which the exception is to apply will not be adversely affected.

**Identify the variance type that you are requesting from the following drop down menu:**

**Variance Type:** An extension of time to complete repairs. (Petition Type: TV)

**Reminder:**

A \$20.00 filing fee must be submitted with the Appeal Application or the application will not be considered to be complete! A completed application has to be submitted prior to the meeting application deadline in order to be placed on that month's agenda!

(Will be assigned by BHQA)

Petition Number: 13-TV-29

In the space provided below please write a brief narrative regarding your request. Be specific as to what you are requesting, the reason(s) or justification(s) for your request, the amount of time needed to bring the property into compliance, as well as any modifications and/or alterations you are suggesting. The following information must be included dependent upon the type of variance you are requesting:

- A. An extension of time to complete repairs. (Petition type: TV)
  - 1. Specify the items that need the extension of time to complete.
  - 2. Explain why the extension is needed.
  - 3. Specify the time requested.
- B. A modification or exception to the Housing Property Maintenance Code. (Petition type: V)
  - 1. Specify the code reference number you are appealing.
  - 2. Detail why you are requesting the variance.
  - 3. Specify the modifications and or alterations you are suggesting.
- C. Relief from an administration decision. (Petition type: AA)
  - 1. Specify the decision being appealed and the relief you are seeking.
- D. Rescind a variance. (Petition type: RV)
  - 1. Detail the existing variance.
  - 2. Specify the reason the variance is no longer needed.

K Building window and patio door repair will need an extension of time to repair. The parts for these windows and doors are no longer available, therefore we are being forced to replace them. The new windows and doors have been ordered from Rose and Walker with a lead time of about 2-3 weeks. We have spoken to an installer (John Patton with Home Exterior Specialists) and feel they can be installed within the week after they come in.

The replacement of the missing shakes on the outsides of the buildings have become a tremendous job that has taken good weather and many man hours, we are still working on this. These repairs are being made on the mansard sides of the building. There are missing shakes here and there throughout the entire complex. Where the missing shake is there is another shake behind it. There are no areas exposing the decking or framework of the building.

These time lines are based on the weather so we are requesting an extension to April 1, 2013 ,at the latest, to allow for the possibility of inclement weather.

Signature (Required): \_\_\_\_\_

Name (Print): \_\_\_\_\_ Date: 2/19/13

**Important information regarding this application format:**

- 1. This form is designed to be filled out electronically, printed, then returned/submitted manually (e.g. postal mail).
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**Print Form**



City of Bloomington  
Housing and Neighborhood Development

FEB 12 2013

REMAINING VIOLATIONS REPORT

1901

OWNERS

Coller, Stoner, Menke  
400 E. 3rd St., Ste. #1  
Bloomington, IN 47401

AGENT

American-Sunbelt  
400 E. 3rd St. Suite #1  
Bloomington, IN 47401

Prop. Location: 321 E 14th ST

Number of Units/Structures: 115/12

Units/Bedrooms/Max # of Occupants: Bld A: 4/3/5, Bld B: 4/3/5, Bld C: 4/3/5, Bld D: 6/4/5,  
Bld E: 12/2/4, Bld F: 12/2/4, Bld G: 12/2/4, Bld H: 12/1/2, Bld I: 12/2/4, Bld J: 12/1/2, Bld K:  
12/1/2 12/2/4, Bld O: 1/1/2

Date Inspected: 07/19/2012  
Primary Heat Source: Gas  
Property Zoning: RH  
Number of Stories: 2

Inspectors: McCormick/Mosier  
Foundation Type: Basement  
Attic Access: Yes  
Accessory Structure: Pool/Office

GENERAL VIOLATION:

This unit has 3 approved sleeping rooms in buildings A-C. During the cycle inspection, conditions were noted (there is a 4<sup>th</sup> bedroom in the basement) that indicate that this property may be in violation of Bloomington Municipal Code Title 20 with regard to sleeping rooms and density. This unit needs to be brought into compliance with Title 20 within sixty (60) days from the date of this inspection to avoid possible legal action by the City of Bloomington Legal Department. *The City's Planning Department will be the Department which decides whether or not a violation of Title 20 has occurred and whether or not any violation of Title 20 has been remedied.* For more information, please contact the Planning Department at 349-3423. *Please note that the City of Bloomington Housing and Neighborhood Development Department will not issue a residential rental occupancy permit for any property that is not compliance with Title 20 of the Bloomington Municipal Code.*

### REINSPECTION REQUIRED

This report is your final notice from the Housing and Neighborhood Development Office that this rental property continues to be in violation of the Housing-Property Maintenance Code of Bloomington.

If you have made all of the repairs on this report, contact our office immediately to schedule the required re-inspection.

Failure to make repairs or to schedule the required re-inspection will result in this matter being referred to the City Legal Department. Legal action may be initiated against you under Section 16.12.100 of the Bloomington Municipal Code.

It is your responsibility to contact the Housing and Neighborhood Development Office to schedule the required re-inspection. Our mailing address and telephone number are listed below.

#### INTERIOR:

##### Building A –

##### Apt. 1

##### Main Level –

##### Living Room:

Every window shall be capable of being easily opened and held in position by its own hardware. Repair or replace the window so that it functions as intended and is easily openable and locks correctly. PM-303.13.2

##### 2<sup>nd</sup> Level –

##### Hallway:

Secure the handrail so it is capable of withstanding normally imposed loads. PM-304.5

##### Apt. 2

##### Main Level –

##### Living Room:

Every window shall be capable of being easily opened and held in position by its own hardware, left window. Repair or replace the window so that it functions as intended and is easily openable and locks correctly. PM-303.13.2

##### Apt. 4 –

##### 2<sup>nd</sup> Level –

##### North Bathroom:

Secure toilet to its mountings. PM-504.1

##### Building B –

##### Apt. 2 –

##### Living Room:

Every window shall be capable of being easily opened and held in position by its own hardware, left window. PM-303.13.2

**Building C --**

**Apt. 1 --**

**2<sup>nd</sup> Level --**

**Hallway:**

Secure the guardrail and the handrail so they are capable of withstanding normally imposed loads. PM-304.5

**Apt. 2 --**

**Basement --**

**Bedroom:**

Repair the entry door to be weather tight. No gaps shall be visible around the edges. PM-303.13

Repair or replace door knob/lock assembly in a manner so that it functions as intended. PM-102.8 & PM-304.6

**Apt. 3 --**

**Living Room:**

Repair the entry door to be weather tight. No gaps shall be visible around the edges. PM-303.13

**Basement --**

**Mechanical Closet:**

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)

Acceptable level in a living space: 9 ppm

Maximum concentration for flue products: 50 ppm

PM-603.1

**Apt. 4 --**

**Living Room:**

Every window shall be capable of being easily opened and held in position by its own hardware. PM-303.13.2

**2<sup>nd</sup> Level --**

**Hallway:**

Secure the guardrail and the handrail so they are capable of withstanding normally imposed loads. PM-304.5

**Building E --**

**Apt. 4 --**

**Mechanical Closet:**

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and

encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)

Acceptable level in a living space: 9 ppm

Maximum concentration for flue products: 50 ppm

PM-603.1

**Apt. 5 –**

Living Room:

Repair the sliding glass door to function as intended and open easily. PM-303.13

Hallway:

Repair or replace existing smoke detector in a manner so that it functions as intended. PM-704.1

**Apt. 7 –**

Left Bedroom:

Every window shall be capable of being easily opened and held in position by its own hardware, missing inside window. PM-303.13.2

**Apt. 8 –**

Mechanical Closet:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)

Acceptable level in a living space: 9 ppm

Maximum concentration for flue products: 50 ppm

PM-603.1

**Apt. 9 –**

Deck:

Secure the deck and the guardrails so they are capable of withstanding normally imposed loads. PM-303.12

Living Room:

Repair the sliding glass door to function as intended and open easily, doesn't lock. PM-303.13

Bathroom:

Properly seal the entire perimeter of the tub/shower including the floor. PM-304.3

**Apt. 11 –**

Bathroom:

Properly seal the entire perimeter of the tub/shower including the floor. PM-304.3

**Apt. 12 –**

Left Bedroom:

Repair the door to latch as intended. PM-304.6

**Building F –**

**Apt. 3 –**

Left Bedroom:

Correct the polarity of the electrical receptacle. The hot and neutral conductors are reversed.  
PM-605.1

**Apt. 5 –**

Bathroom:

Secure toilet to its mountings. PM-504.1

**Apt. 6 –**

Mechanical Closet:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)

Acceptable level in a living space: 9 ppm

Maximum concentration for flue products: 50 ppm

PM-603.1

**Apt. 7 –**

Bathroom:

Properly seal the entire perimeter of the tub/shower including the floor. PM-304.3

**Apt. 10 –**

Living Room:

Repair the sliding glass door to function as intended and open easily. PM-303.13

**Mechanical Closet:**

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)

Acceptable level in a living space: 9 ppm

Maximum concentration for flue products: 50 ppm

PM-603.1

**Apt. 12 –**

Deck:

Replace broken or missing spindles in handrail/guardrail. PM-304.5

**Building G –**

**Apt. 1 –**

**Kitchen:**

Repair or replace the right side burners to function as intended. PM-404.7

**Bathroom:**

Secure toilet to its mountings. PM-504.1

**Mechanical Closet:**

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

PM-603.1

**Apt. 5 –**

**Mechanical Closet:**

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

PM-603.1

**Bathroom:**

Properly seal the entire perimeter of the tub/shower including the floor. PM-304.3

**Apt. 6 –**

**Bathroom:**

Properly seal the entire perimeter of the tub/shower including the floor. PM-304.3

**Apt. 7 –**

**Hallway:**

Clean the heating/air conditioning supply/return grille. PM-603.1

**Apt. 11 –**

**Living Room:**

Repair the sliding glass door to function as intended and open easily. PM-303.13



**Building H –**

**Apt. 2 –**

**Mechanical Closet:**

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)

Acceptable level in a living space: 9 ppm

Maximum concentration for flue products: 50 ppm

PM-603.1

**Apt. 8 –**

**Living Room:**

Clean the heating/air conditioning supply/return grille. PM-603.1

**Deck:**

Secure the deck and the guardrails so they are capable of withstanding normally imposed loads. PM-303.12

Replace broken or missing spindles in handrail/guardrail. PM-304.5

**Bathroom:**

Properly seal the entire perimeter of the tub/shower including the floor. PM-304.3

**Apt. 9 –**

**Deck:**

Secure the deck and the guardrails so they are capable of withstanding normally imposed loads. PM-303.12

**Apt. 11 –**

**Living Room:**

Repair the sliding glass door to function as intended and open easily. PM-303.13

**Apt. 12 –**

**Deck:**

Secure the deck and the guardrails so they are capable of withstanding normally imposed loads. PM-303.12

Replace broken or missing spindles in handrail/guardrail. PM-304.5

**Building I –**

**Apt. 2 –**

**Living Room:**

Clean the heating/air conditioning supply/return grille. PM-603.1

Mechanical Closet:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

PM-603.1

**Apt. 4 –**

Living Room:

Every window shall be capable of being easily opened and held in position by its own hardware. PM-303.13.2

**Apt. 5 –**

Bathroom:

Properly seal the entire perimeter of the tub/shower including the floor. PM-304.3

**Apt. 8 –**

Living Room:

Repair or replace existing smoke detector in a manner so that it functions as intended. PM-704.1

**Apt. 9 –**

Bathroom:

Properly seal the entire perimeter of the tub/shower including the floor. PM-304.3

**Apt. 10 –**

Mechanical Closet:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

PM-603.1

**Apt. 11 –**

Bathroom:

Properly seal the entire perimeter of the tub/shower including the floor. PM-304.3

Secure toilet to its mountings. PM-504.1

**Apt. 12 –**

Bathroom:

Properly seal the entire perimeter of the tub/shower including the floor. PM-304.3

**Building J –**

**Apt. 1 –**

Bathroom:

Repair the bathtub faucet to eliminate the constant dripping. PM-504.1

Living Room:

Every window shall be capable of being easily opened and held in position by its own hardware. PM-303.13.2

**Apt. 2 –**

Kitchen:

Properly re-caulk around the countertop to eliminate water infiltration. PM-304.3

Living Room:

Every window shall be capable of being easily opened and held in position by its own hardware. PM-303.13.2

**Apt. 3 –**

Bathroom:

Properly seal the entire perimeter of the tub/shower including the floor. PM-304.3

Living Room:

Every window shall be capable of being easily opened and held in position by its own hardware. PM-303.13.2

Mechanical Closet:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

PM-603.1

**Apt. 5 –**

Bathroom:

Properly seal the entire perimeter of the tub/shower including the floor. PM-304.3

Mechanical Closet:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and

encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)

Acceptable level in a living space: 9 ppm

Maximum concentration for flue products: 50 ppm

PM-603.1

**Apt. 6 –**

Living Room:

Repair the sliding glass door to function as intended and open easily. PM-303.13

Mechanical Closet:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)

Acceptable level in a living space: 9 ppm

Maximum concentration for flue products: 50 ppm PM-603.1

**Apt. 7 –**

Bathroom:

Properly seal the entire perimeter of the tub/shower including the floor. PM-304.3

**Apt. 9 –**

Mechanical Closet:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)

Acceptable level in a living space: 9 ppm

Maximum concentration for flue products: 50 ppm

PM-603.1

Bathroom:

Properly seal the entire perimeter of the tub/shower including the floor. PM-304.3

**Apt. 10 –**

Living Room:

Repair the sliding glass door to function as intended and open easily. PM-303.13

**Apt. 11 –**

Bathroom:

Properly seal the entire perimeter of the tub/shower including the floor. PM-304.3

**Building K –**

**Apt. 1 –**

**Left Bedroom:**

Every window shall be capable of being easily opened and held in position by its own hardware. PM-303.13.2

**Apt. 3 –**

**Left Bedroom; Right Bedroom:**

Every window shall be capable of being easily opened and held in position by its own hardware. PM-303.13.2

**Living Room:**

Repair the sliding glass door to function as intended and open easily. PM-303.13

**Apt. 5 –**

**Bathroom:**

Properly seal the entire perimeter of the tub/shower including the floor. PM-304.3

**Apt. 6 –**

**Mechanical Closet:**

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

PM-603.1

Repair or replace closet doors so they function as intended. PM-304.6

**Apt. 7 –**

**Living Room:**

Repair the sliding glass door to function as intended and open easily. PM-303.13

**Kitchen:**

Properly re-caulk around the countertop to eliminate water infiltration. PM-304.3

**Apt. 8 –**

**Bedroom:**

Every window shall be capable of being easily opened and held in position by its own hardware. PM-303.13.2

**Apt. 9 –**

**Living Room:**

Repair the sliding glass door to function as intended and open easily. PM-303.13

Mechanical Closet:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

PM-603.1

Bathroom:

Properly seal the entire perimeter of the tub/shower including the floor. PM-304.3

**Apt. 10 –**

Bathroom:

Properly seal the entire perimeter of the tub/shower including the floor. PM-304.3

**Apt. 12 –**

Left Bedroom:

Every window shall be capable of being easily opened and held in position by its own hardware. PM-303.13.2

**Apt. 14 –**

Kitchen:

Repair or replace the loose electrical receptacle on the west wall. PM-605.1

**Apt. 17 –**

Mechanical Closet:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level:	0 parts per million (ppm)
Acceptable level in a living space:	9 ppm
Maximum concentration for flue products:	50 ppm

PM-603.1

**Apt. 18 –**

Bathroom:

Secure toilet to its mountings. PM-504.1

Mechanical Closet:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)  
Acceptable level in a living space: 9 ppm  
Maximum concentration for flue products: 50 ppm  
PM-603.1

**Apt. 19 --**

Mechanical Closet:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)  
Acceptable level in a living space: 9 ppm  
Maximum concentration for flue products: 50 ppm  
PM-603.1

Bathroom:

Secure toilet to its mountings. PM-504.1

**Apt. 20 --**

Mechanical Closet:

Thoroughly clean and service the furnace, inspect and test shut off valves for proper operation. Documentation from a professional HVAC contractor for this service is acceptable and encouraged. Servicing shall include a test for carbon monoxide. Acceptable levels of carbon monoxide are as follows:

Desired level: 0 parts per million (ppm)  
Acceptable level in a living space: 9 ppm  
Maximum concentration for flue products: 50 ppm  
PM-603.1

Left Bedroom:

Repair the window to be weather tight. The sashes shall fit snugly and properly within the frame. Replace any missing or deteriorated glazing compound. Windows shall be easily and fully openable and shall remain fully open using hardware that is part of the window. PM-303.13, PM-303.13.2

Right Bedroom:

Every window shall be capable of being easily opened and held in position by its own hardware. PM-303.13.2

**Apt. 21 --**

Bedroom:

Every window shall be capable of being easily opened and held in position by its own hardware. PM-303.13.2



Bathroom:

Properly seal the entire perimeter of the tub/shower including the floor. PM-304.3

Apt. 22 --

Kitchen:

Properly secure the electrical receptacle on the west wall. PM-605.1

Bathroom:

Properly seal the entire perimeter of the tub/shower including the floor. PM-304.3

Apt. 23 --

Bathroom:

Properly seal the entire perimeter of the tub/shower including the floor. PM-304.3

Apt. 24 --

Living Room:

Repair the sliding glass door to function as intended and open easily. PM-303.13

Building O --

Apt. 1 --

Living Room:

Properly repair or replace damaged door so that it latches as intended. PM-303.15

Bathroom:

Repair the faucet to eliminate the constant dripping. PM-504.1

**EXTERIOR:**

Remove and properly dispose of all accumulated or scattered trash on property. PM-302.1

Repair or replace damaged or deteriorating roofing. This is to be done in a workmanlike manner and includes but is not limited to damaged or deteriorating roofing material, sheathing, and all structural members. PM-303.4 & PM-303.7

Secure the guardrail and the handrail on the stairs between building C & D so they are capable of withstanding normally imposed loads. PM-303.12

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When issued, a copy of the new Rental Occupancy Permit shall be posted as required by BMC 16.12.080 (b): All rental units shall be required to have a current occupancy permit displayed in an accessible location inside the unit. The permit shall contain the name of the owner or his agent and the expiration date of the permit. BMC 16.12.080 (b)

**This is the end of this report.**